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University of Dayton. Academic Policies Committee

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Recommended Citation

University of Dayton. Academic Policies Committee, "Academic Policies Committee Minutes of the Academic Senate 2017-12-15" (2017). *All Committee Minutes*. 265.

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ACADEMIC POLICIES COMMITTEE

ACADEMIC SENATE
UNIVERSITY OF DAYTON
2017-2018

MEETING MINUTES

Approved: 1/19/18

FRIDAY, DECEMBER 15, 2017

11:00AM-12:00 AM SM113A

Chair: **Anne Crecelius**

Members: **Lee Dixon, Jim Dunne**, Jason Pierce, **Bill Trollinger, Shuang-ye Wu, Philip Appiah-Kubi, John Mittelstaedt**, Deb Bickford (ex-officio)

1. Minutes from 12/1/17 were approved without changes.
2. Human Sexuality Studies Undergraduate Certificate
 - a. The proposers submitted a revised proposal after receiving preliminary feedback from APC (9/22/17) and the CAS AAC (11/20/17).
 - b. A minor change was proposed: replace “receive” with “earned” in the two instances where there is reference to passing grades in the required courses.
 - c. A motion was made (J. Mittelstaedt) and seconded (J. Dunne) to approve the certificate pending the minor word changes (see b.). Motion was approved unanimously (7 approve, 0 disapprove, 0 abstain).
 - d. A. Crecelius will forward the approved certificate proposal to ECAS. It will likely appear on the Senate agenda at the January meeting.
3. A. Crecelius informed the committee that in the addition of the International and Intercultural Leadership Certificate being entered into the Course Inventory Management System, a question of whether or not proposals need to include Student Learning Outcomes (SLOs) was raised. Upon consultation with J. Valenzano, Academic Senate President, it was determined that this could be suggested, but not required of proposals at this time, as SLOs do not appear in the current document regarding undergraduate certificates (DOC 2015-04).
4. Discussion regarding the review process of undergraduate certificates and revisions to the current policy was had.
 - a. Thoughts were shared regarding the need to subsidiary in the review process and not create a system of review and approval that is more intensive than that which currently exists for other academic programs (e.g. degree programs/majors and minors).
 - i. Specifically, a subcommittee of APC should not be created to review certificates and the sponsoring academic unit should review and approve certificate proposals.
 - b. Revisions to the document were made in order to attempt to further clarify:
 - i. The definition of certificates and what characteristics may distinguish these from other academic programs in order to inform the review process.
 - ii. The various levels of review and formal approval that should occur, beginning at the lowest level possible.

- iii. What approval is needed for certificates that involve multiple departments, units, and/or colleges or schools and what corresponding materials should be included in the proposal.
- iv. Within each proposal, what the purpose of a certificate is — by requiring proposers to include stated student learning outcomes in the proposal.
- c. L. Dixon and J. Dunne volunteered to review the revisions that were made to ensure consistency in wording throughout the document.
- d. A motion was made (L. Dixon) and seconded (J. Mittelstaedt) to approve the revised policy, with minor wordsmithing edits (see c.) to ensure consistency. The motion was approved (6 approve, 1 disapprove, 1 abstain).
- e. A. Crecelius will forward the approved revised policy to ECAS after receiving a final version from L. Dixon and J. Dunne.

Next Meeting: Friday, January 19th, 11:15am-12:15pm; SM 113A